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FINANCE DIVISION NOTICE NO. 245/1

18 September 1951

SUBJECT: Postage Stamps

1. Finance Division Notice No. 245 is rescinded and replaced by the following:

(a) The Disbursing Office will establish a postage fund in the amount of \$50.00.

(b) Issues of stamps will be by cash, except in those offices where stamps are used in sufficient quantity to work a financial hardship on those procuring the stamps. In this event the individual office using such quantities of stamps will determine the number of stamps necessary for one month, and may procure them from the Disbursing Office. Thereafter additional stamps may be obtained upon the presentation of a voucher accounting for the stamps used during the previous month's operation. The Disbursing Office will issue a like amount to replenish those used, thus maintaining the office with the monthly supply of stamps necessary for its use.

(c) Receipts signed for issues not sold for cash will be carried as a reconciling item in the stamp fund. This practice will be kept to a minimum. It is urged that stamps be sold for cash wherever practicable.



Acting Deputy Chief, Finance Division

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Approved For Release 2002/05/14 : CIA-RDP78-05747A000600060056-7

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